PRA Fee Schedule

RCW 42.56.120

This fee schedule applies to all requests submitted June 28, 2018, and later[1]

Paper copies	15 cents per page
Scanned copies	10 cents per page
Records uploaded to email, cloud-based storage, CD/DVD, or flash drive	5 cents each per each 4 electronic files or attachments
Records transmitted in electronic format	10 cents per gigabyte (GB)
Digital Storage Media Device (CD/DVD, flash drive)	Actual Cost
Envelope	Actual Cost
Postage	Actual Cost
Customized Service Charge	When the request would require the use of IT expertise to prepare data compilations or when such customized access services are not used by the agency for other business purposes. The agency may charge the actual cost. The agency must notify the requestor that it will be doing a customized service and can require a 10 percent deposit.

Examples:

Installment contains	327 scanned pages x 10 cents per page	$32.70
	79.84 MB	0.00
	68 electronic files / 4 = 17 x 5 cents	0.85
	CD	0.17
	Envelope	0.07
	Postage	1.12
	Total:	**$34.91**
Installment contains	200 emails / 4 = 50 x 5 cents	$ 2.50
	116,329 KB	0.00
	Flash drive	4.38
	Envelope	0.07
	Postage	0.70
	Total:	**$7.65**

Sound Transit waives fees for production of records if production totals less than $1. Production of records does not include actual cost of digital storage media device, envelope, and postage. Sound Transit always charges actual costs of digital storage media device, envelope, and postage (if applicable).

[1]Adopted by Sound Transit on June 28, 2018. See Resolution No. 2018-18.

[1]Adopted by Sound Transit on June 28, 2018. See Resolution No. 2018-18.